



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Senior Personnel Analyst
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General Statement of Duties

Oversees and participates in the daily activities of the Personnel Department, including recruitment and selection, workers' compensation, benefit administration, labor relations, and employee safety and development; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee and participate in the daily activities of the Personnel Department, including recruitment and selection, workers' compensation, benefit administration, labor relations, and employee safety and development. The work is performed under the supervision and direction of the department head, but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over assigned personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an office environment.

Examples of Essential Work (Illustrative Only)

- Oversees and participates in the daily activities of the Personnel Department, including recruitment and selection, workers' compensation, benefit administration, and employee safety and development;
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department, including recommending improvements;
- Plans, organizes, supervises, reviews, and evaluates the activities of professional, technical and support staff;
- Maintains and continually upgrades the City's recruitment and selection program, and designs and administers examination procedures, in conformance with applicable guidelines;
- Confers with and advises City staff on a variety of personnel-related matters, including interpreting laws, policies, procedures, and MOU's; and processing grievances and disciplinary actions;
- Oversees and performs classification and compensation work;

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- Coordinates and processes workers' compensation claims, and provides information and training on workers' compensation benefits, acting as liaison between the employee, medical providers, the City's insurance administrator, and other City staff;
- Oversees, coordinates, provides information, and makes recommendations regarding a variety of employee benefits and programs, including health, life and disability insurance; leaves; employee assistance, PERS retirement, and deferred compensation;
- Participates as a team member in negotiations of Memoranda of Understanding between the City and employee associations; assists in resolving issues with employee association representatives;
- Directs and conducts analytical studies; prepares or reviews reports of findings, alternatives and recommendations; prepares a variety of written materials including correspondence;
- Represents the City and the department in meetings with representatives of governmental agencies, professional and business organizations, employee organizations and the public;
- Monitors developments and legislation, evaluates their impact upon City operations, and recommends and implements policies and procedures;
- Acts as the Personnel Director in his/her absence;
- Keeps department head and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of all relevant federal, state, and local laws and regulations;
- Comprehensive knowledge of principles and practices of public personnel administration, labor relations, and risk management;
- Comprehensive knowledge of the principles and practices of effective supervision, training, and evaluation;
- Comprehensive knowledge of effective conflict resolution, including consensus- and team-building;
- Ability to organize and prioritize work, establish and maintain appropriate organizational structure, and delegate authority to accomplish goals and objectives;
- Ability to effectively supervise, train and evaluate the work of others;
- Ability to resolve difficult issues and situations within established guidelines;
- Ability to apply and interpret departmental and divisional policies and procedures;
- Ability to exercise sound, independent judgment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

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- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience that is equivalent to:

- Four years of increasingly responsible experience in all phases of personnel/labor relations administration, including three years of administrative responsibility, at least one year of supervisory responsibility, and some risk management experience; and
- Equivalent to a Bachelor's Degree from an accredited college or university, with major course work in business, public or personnel administration or a related field.

Required Special Qualifications

- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in an office environment.